

**VOLUNTEER
ROLE PROFILE**



Role Title:	Fundraising – Events Team	Date:	February 2016
Department:	Fundraiser	Manager:	Sue Miller

Role Purpose:

To assist the Fundraising team with the promotion and delivery of all Hospice events in accordance with the hospice policies and procedures.
To be aware of the important role volunteers play in promoting Barnsley Hospice's strategic mission, vision and values.

KEY TASKS AND RESPONSIBILITIES within PORTFOLIO OF DUTIES

Functional responsibilities of Role:

1. To support and assist the fundraising team on events throughout the year such as; Midnight walk, Light up a life, Music Festivals, Posing as a Live Mannequins, Race Nights and more
2. To support the fundraising team on cheque presentation and collections at events
3. To assist the fundraising team on community talks to different groups across the region
4. To support the community and Barnsley Hospice in bag packing and collection events at local supermarkets, shops and town centres.
5. To maintain complete confidentiality at all times whilst discussing with staff any information about patients that you think is appropriate.
6. Attend the appropriate training and development sessions as requested by management or in accordance with Health, Safety and Hygiene regulations.
7. To be fully compliant with the Fire Action Plan.

General Information

- **Data Barring Service Check**
- **Reference are required for this role**
- **This role may include evening and weekend work**

Personal Requirements

Essential

- Flexible
- Committed
- Loyal
- Able to use Initiative
- Able to work alone and part of a team
- Confident – Some events may include public speaking
- Fun, Friendly / Personable
- Strong organisational skills
- Quick and eager to learn

Desirable

- Knowledge of the Hospice events
- Knowledge of geographical area
- Creative ideas for new and different events

Disclaimer

Volunteering is a mutually beneficial arrangement, but it is not intended to give rise to contractual obligations on the part of either the Hospice or the volunteer.